



**Wa-Nee Community Schools Transfer Student Enrollment Process**

- 1) Parent completes *Transfer Student Eligibility Verification* (Form A1) and returns the form to the building principal.
- 2) Principal completes *Enrollment Eligibility Criteria* (Form A2) and makes recommendation to Superintendent.
- 3) Superintendent approves or denies recommendation
- 4) Superintendent and/or Curriculum Secretary will contact by phone or send letter informing parents of denial or approval of student eligibility for transfer.
- 5) At the end of each school year, you will receive a form asking you to update your student's information for the following academic year.